

REQUIREMENTS FOR  
**RECIPROCAL PROVISIONAL TEACHING CERTIFICATES**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE MAY BE ISSUED FOR INDIVIDUALS WHO HOLD A VALID, COMPARABLE ELEMENTARY EDUCATION, SECONDARY EDUCATION, EARLY CHILDHOOD EDUCATION, ARTS EDUCATION PREK-12 OR SPECIAL EDUCATION CERTIFICATE FROM ANOTHER STATE. THE DEFICIENCIES OF STRUCTURED ENGLISH IMMERSION ENDORSEMENT AND A PASSING SCORE ON ALL REQUIRED PORTIONS OF THE ARIZONA EDUCATOR EXAMS MUST BE SATISFIED PRIOR TO THE ISSUANCE OF THE SAME TYPE CERTIFICATE.

➤ **RECIPROCAL PROVISIONAL TEACHING CERTIFICATE**

*The certificate is valid for 3 years and may not be renewed.*

**Requirements for a Reciprocal Provisional certificate are:**

1. Completed [Application for Reciprocal Teaching and Reciprocal Administrative Certification](#)
2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) required.
5. A valid comparable out-of-state teaching certificate from any other state in the United States. Submit a notarized photocopy of the certificate.

*Note: Secondary certificates with only Social Studies as an approved area are NOT comparable.*

- ❖ **Requirements #6, #7 and #8 are required within three years of the date of issuance of this certificate.**
- ❖ **Applicants who meet requirements #6, #7 and #8 will qualify for a 3-year Provisional Teaching certificate.**

**6. Professional Knowledge Exam.**

**One of the following:**

- A. A passing score on the appropriate *NES Assessment of Professional Knowledge* **OR** A passing score on the appropriate AEPA Professional Knowledge exam.
- B. A passing score on a comparable Professional Knowledge examination from another state or agency. Exam score reports must show "Pass" or "Passed". Exams older than 10 years WILL NOT be accepted.
- C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
- D. Three (3) years of full-time teaching the appropriate grade level. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.

**7. Subject Knowledge Exam.**

**One of the following:**

- A. A passing score on the appropriate Subject Knowledge portion of the Arizona Educator Exam ([NES or AEPA](#)).
- B. An exam score report documenting passing comparable Subject Knowledge examination from another state or agency. Exam score reports must show "Pass" or "Passed". Exams older than 10 years WILL NOT be accepted.
- C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
- D. Master's degree from an accredited institution in the appropriate subject area.

**NOTE:** Does not apply to the Elementary Education or Early Childhood certificates.

**8. Structured English Immersion (SEI) Endorsement**

All classroom teachers and certified administrators must hold a Provisional or full SEI endorsement, or a full English as a Second Language (ESL) or full Bilingual endorsement. The SEI endorsement requirements are:

- Teachers and administrators certified **before August 31, 2006** must complete 15 clock hours or 1 semester hour of Provisional SEI training is required for the Provisional SEI endorsement. An additional 45 clock hours or 3 semester hours of SEI completion training is required for the full SEI endorsement.
- Teachers and administrators certified **on or after August 31, 2006** must complete 45 clock hours or 3 semester hours of Augmented Provisional SEI training is required for the Provisional SEI endorsement. An additional 45 clock hours or 3 semester hours of SEI completion training is required for the full SEI endorsement.
- Teachers and administrators who hold valid, comparable English as a Second Language (ESL) certificate or endorsement from another state may apply to add the full ESL endorsement in order to meet the SEI requirement.

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**REQUIREMENTS TO TRANSFER FROM A RECIPROCAL PROVISIONAL TEACHING CERTIFICATE TO A 3-YEAR PROVISIONAL TEACHING CERTIFICATE:**

*Individuals who do not teach for two years of full-time teaching during the valid term of the Reciprocal teaching certificate may apply to transfer to a Provisional teaching certificate. The Provisional certificate is valid for 3 years and may not be renewed, but may be extended once for 3 years.*

1. Passing score report for the required NES or AEPA Professional Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
2. Passing score report for the required NES or AEPA Subject Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
3. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement (if required).
4. Official transcript(s) or a passing score report documenting completion of the Arizona and/or US Constitution requirements (if required).
5. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
*For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.*

➤ **REQUIREMENTS TO CONVERT A 3-YEAR RECIPROCAL PROVISIONAL TEACHING CERTIFICATE TO A 6-YEAR STANDARD TEACHING CERTIFICATE:**

*Individuals who complete two years of full-time teaching during the valid term of the Reciprocal certificate may apply for a Standard teaching certificate. The Standard certificate is valid for 6 years and may be renewed.*

1. Hold the Reciprocal Provisional Teaching certificate for a minimum of 2 years.
2. Complete two (2) years of verified full time teaching experience completed during the valid term of the Reciprocal Provisional Teaching certificate. Submit a conversion form signed by the District Superintendent or Personnel Director verifying two years of full-time teaching experience during the valid period of the Reciprocal Provisional teaching certificate being converted.
3. Passing score report for the required NES or AEPA Professional Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
4. Passing score report for the required NES or AEPA Subject Knowledge exam (if required). Please see your Reciprocal Teaching Certificate evaluation for details on exam requirements.
5. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement.
6. Official transcript(s) **or** a passing score report documenting completion of the Arizona and/or US Constitution requirements.
7. Reciprocal Elementary Certificates **ONLY**: If deficient, submit verification of three (3) semester hours or forty-five clock hours of instruction in research based systematic phonics from an accredited institution or other provider.
8. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
*For more information visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.*

➤ **RESOURCES AND INFORMATION**

**AEPA/NES EXAM INFORMATION:**

For further information regarding National Evaluation Series (NES) and/or Arizona Educator Proficiency Assessments (AEPA), please visit <http://www.aepa.nesinc.com>.

**SEI ENDORSEMENT INFORMATION:**

For further information regarding SEI endorsement training, please visit <http://www.azed.gov/educator-certification/sei/>